

Post Details	Last Updated: 14/05/2019		
Faculty/Administrative/Service Department	Partnerships		
Job Title	Industry Partnerships Manager – China		
Job Family	Professional Services	Level	5
Responsible to	Director – Research Strategy & Director – Innovation Strategy		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>To work within the University's Partnerships team, managing and developing the University's key strategic relationships with industry and non-academic research institutes/organisations in China.</p> <p>The role will strengthen existing collaborations and translate new relationships with Chinese organisations into strategic partnerships. The post holder will have a specific responsibility for working with communications, signal processing and cybersecurity technologies but will also be expected to work in other areas in furthering the University's partnership objectives with China. The post holder will take an active role in managing the activities associated with the partnerships.</p> <p>The post is being offered as three year appointment with the possibility of an extension at that point</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Act as the key contact within the Partnerships team for working with China: identifying, securing and growing collaborative research and innovation income. 2. Identify and establish new collaboration opportunities; lead the development of partnership strategies for major academic Centres / strategic projects within the University and especially those working on advanced communications, signal processing and cybersecurity. 3. Develop a strategy for developing the University's relationship with a portfolio of Chinese partners and act as the specialist relationship manager for a number of key accounts ensuring that those organisations derive value from our strategic partnership. 4. Help develop governance frameworks and then managing within those frameworks, specifically arranging governance meetings, developing Key Performance Indicators and milestones, running processes to select projects and producing progress reports. 5. Actively participating in managing the portfolio of activities, for example pro-actively identifying external candidates for secondments or fellowships into the University and identifying new researchers within the University who may be able to contribute to the partnership programme. 6. Represent and promote the University externally; establish and maintain relationships at senior management and Board levels. 7. Identify opportunities to align partnership activities with broader strategies such as the UK government's Industrial Strategy in order to obtain leverage for the University and its partners. 8. Work across functions and Departments to contribute to the development of proposals, oversee collaboration agreements, leverage networks, and cross-sell. 9. Liaise with University academic colleagues and external partners on complex matters including IP, commercially sensitive objectives, the political landscape and emerging technology/service trends. 10. Lead the organisation of events, workshops etc. aimed at developing relationships. <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of the University's Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake other duties within the scope of the post as requested by the line manager.
- Work supportively with colleagues, operating in a collegial manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder will develop and maintain a strategy of engagement with Chinese organisations, identifying objectives and approaches for all key partners.
- The post holder will develop and maintain a strategy for ensuring that the University and its Chinese partners derive maximum value from the relationship.
- The post holder will pro-actively develop and co-ordinate plans aligned with the overarching strategies including the establishment of the targets and milestones necessary to ensure delivery.
- The post holder will maintain an understanding of the wider funding environment, and especially with communications, signal processing and cybersecurity technologies, and will be responsible for horizon scanning to identify changes in the environment which may impact on strategy and to identify funding opportunities.
- An ability to rapidly understand the perspectives of external organisations is fundamental to the role.
- The post holder will need to organise governance board meetings, plan portfolio activities so there are clear metrics and milestones and to then report against those.
- To deliver the strategy, the post holder will be responsible for building strong links with academic colleagues using a supportive and facilitative approach. Academics are typically the primary means of delivering unique value to partners.
- The post holder needs to be able to prioritise activities and plan their work often based on externally imposed hard deadlines.

Problem Solving and Decision Making

- The post holder will be expected to take decisions on how best to promote the University's strategic objectives and achievements with key partners and to creatively develop the partnership in constructive and mutually beneficial ways.
- The postholder will be expected to propose new research and innovation activities for partnerships and actively participate in ensuring the activities meet the partnership objectives.
- The post holder will need to apply strategic judgment to their work taking into both account wider university activities (including the work of other Industry Partnership Managers) and the sometimes conflicting priorities and interests of partner organisations and other teams within the University.
- Within the framework of University policies, processes and levels of delegation, the post holder will be expected to operate with autonomy - owning decisions on how best to develop new partnerships and to showcase the University's research achievements with key partners.
- The role may frequently involve being part of rapid decision making and re-deployment of key resources in order to engage with major initiatives. The ability to maintain a complex web of internal and external relationships is a major part of the role.
- The post holder will need strong analytical skills for example when considering internal capabilities, assessing funding opportunities and developing options to further the engagement strategy.

- The role requires influencing skills such as the need to tailor content and communication to the audience and to be able to adapt as situations change within negotiations and/or workshops.

Continuous Improvement

- The post holder will be expected to identify opportunities for improving the University's engagement processes and approaches to relationship management. Based on their knowledge and experience they should aim to identify best practice in the organisations with whom they interact and then share that with colleagues.
- They will be expected to continually build and update their networks and contacts in China in line with agreed strategies and priorities.
- On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels.

Accountability

- The post holder will contribute to building the University's brand and reputation by ensuring that all partners have a genuine, authentic and positive impression of the University. The majority of interactions will occur at a senior level within partner companies and the post-holder's dealings must reflect values of honesty and integrity at all times, including when 'bad news' needs to be communicated.
- The post holder will take ownership for the delivery of specific targets, milestones, opportunities and initiatives within their portfolio and for seeing them through to an ultimate outcome, either by their own direct efforts or by overseeing delivery in collaboration with other parts of the organisation.
- The following metrics represent the key performance indicators:
 1. Level of collaborative activity with Chinese partners, as measured, for example, by numbers of researchers working with partners, number of secondments,
 2. Level of collaborative outcomes as measured, for example, by joint research papers, joint IP income
 3. Reputational gain for the University and its partners.

Dimensions of the role

- The University has developed a Corporate Strategy and a supporting Research and Innovation Strategy covering the period to 2022. This has ambitious targets for growing the University's research and innovation portfolio. Partnerships with business and other external organisations is critical in enabling those ambitions to be achieved.
- The University is comprised of three faculties; each with an Associate Dean (Research and Innovation). Opportunities and relationships in some relevant sectors will span all three faculties.
- The University has approx. 650 research staff. The post holder is likely to have direct contact with academic staff, in particular Theme Champions, research directors, Associate Deans (Research and Innovation) during any given period through development of strategy, delivery plans and bid applications.
- The UK Government's funding strategy for research and innovation will shape many, but not all, of the opportunities available. In this respect, the Industrial Strategy and the Global Challenges Research Fund represent an important frame within which the post holder will need to work.
- The University's specific research and innovation priorities will change over time and in response to the funding opportunities available and flexibility will therefore be a necessary requirement of the post holder.
- The role requires strong, confident and pro-active oral and written communication in order to deal credibly with both senior clients and senior academic colleagues across a range of University departments.

Supplementary Information

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
Professionally qualified with a relevant degree/postgraduate qualification, plus significant relevant market/sector awareness OR Extensive vocational and strategic management experience demonstrating professional development through involvement in a series of progressively more demanding and influential roles.		E
Membership of a professional body		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/Desirable	Level 1-3
Experience of Corporate Account Management/Relationship Management in HE / industry R&D	E	3
Experience of managing technical programmes	E	3
Experience of building collaborations, and finding mutual value	E	3
Experience of working on tenders/contracts	E	2
Experience of negotiating at a senior level	E	2
Project Management skills, especially within the context of running governance structures (Boards)	E	2
Experience of Technical understanding of financial forecasting and communication, IOT, 5G, Cyber Security technologies	D	2
Special Requirements:		Essential/Desirable
Fluent in Mandarin Chinese		E
The post-holder will be required to work outside normal start and finish times on occasion.		E
The post-holder will be required to attend events and meetings held off University premises and attend over-night stays as and when required.		E
Core Competences This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		3
Adaptability/flexibility		3
Customer/client service and support		3
Planning and organising		3
Continuous improvement		3
Problem solving and decision making skills		3
Managing and developing performance		n/a
Creative and analytical thinking		2
Influencing, persuasion and negotiation skills		2
Strategic thinking		2
Leadership		2
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will, inevitably, be some changes to the duties for which the post holder is responsible,		

and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

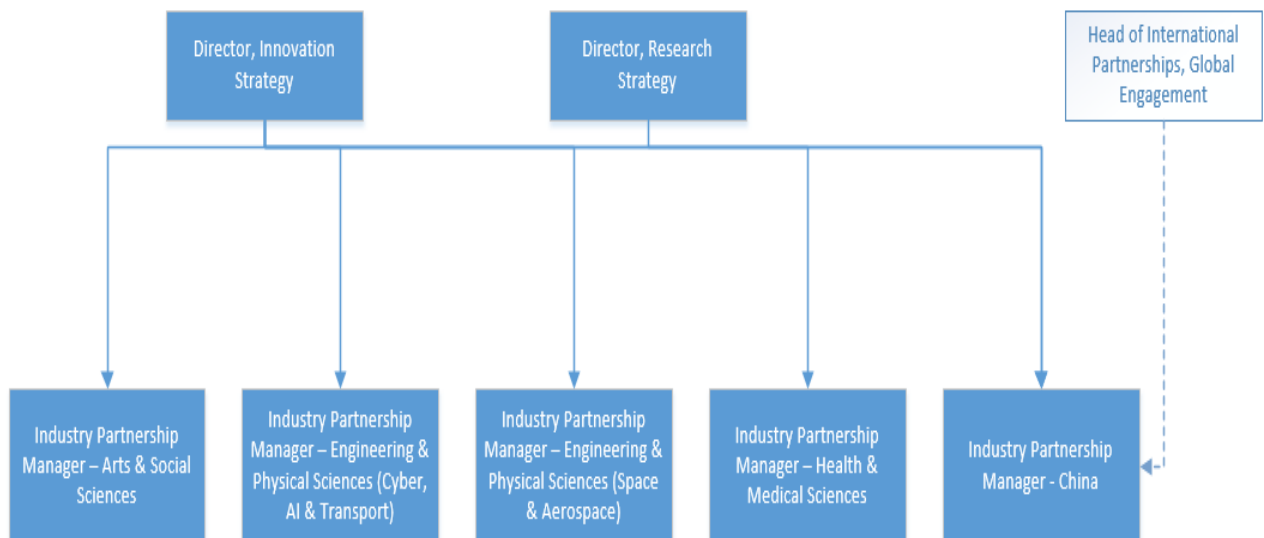
Collaboration is one of the University of Surrey's major strengths and values. As a result, the University has become a key driver of economic growth with strong collaborative links with other academic institutions, public sector research establishments and major industry partners.

The Partnerships team at the University of Surrey has a remit to:

- Manage the strategy for growing institutional resources through the development of strategic partnerships
- Lead engagement with national and regional governments, civic organisations and communities
- Lead or play a key role in current and future major University projects

The Partnerships team is focussed on identifying, securing and growing collaborative research income.

Department Structure Chart



Relationships**Internal**

- Director Innovation Strategy
- Director Research Strategy
- Academics in all faculties but especially those working in communications, signal processing and cybersecurity and professional services staff
- Surrey Research Park management team
- Technology Transfer Office
- Incubation & Enterprise
- Doctoral College
- Research and Innovation Services
- Advancement
- Surrey Business School

External

- Chinese Business leaders
- Chinese Industry Bodies
- Funders
- National and local Government in UK and China
- Local Enterprise Partnerships (LEPs)
- Charities